

Truck Driver 3

\$3,254 - \$3,678 (Range 42G) with Great Benefits!

Agency Information

The Department of Corrections, Correctional Industries (CI) is seeking a highly motivated and qualified individual as a Truck Driver 3 located at Washington State Penitentiary in Walla Walla, WA.

Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

DOC offers:

- Hundreds of rewarding and exciting careers
- Flexible schedules
- Comprehensive compensation packages
- Training and development opportunities
- The fulfillment of public service

The agency mission is: To Improve Public Safety.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

Duties

This position will operate vehicles rated at 60,000 Gross Combined Weight (GCW) or more, including semi-tractor trailer equipment and trailer doubles. Drive trucks and vans of all sizes, and perform minor maintenance to vehicles and trucks. Transport and deliver equipment, materials and supplies. Assist others in movement and storage of furniture, supplies, and equipment. Participate directly in loading/unloading of product to assure proper loading practices are followed for safe and undamaged transport to customer. Delivery may include loading and unloading of vehicles utilizing hand trucks, pallet jacks, and/or forklift while supervising offenders. Train and supervise offender workers in delivery and warehouse process. Ensure control and security of offenders working in unit in accordance with DOC policy. Ensure that tool control procedures are followed to ensure safety in the workplace and the institution.

Maintain trip records and all WA State and Federal truck logs. Responsible for bills of lading, transport orders, weight slips and other load documentation. Maintain individual travel records and all required state and federal truck driver logs and vehicle maintenance; Responsible for bills of lading, transport orders, weight slips, and other load documentation. Maintain required records of equipment use, fuel and oil consumption. Maintain accurate documentation in accordance with Department policy including hourly informal count, vehicle search, tool control, daily activity logs, Incident reports, offender crew records and all other required documentation. This position is required to participate in periodic safety and general operations training.

Qualifications

REQUIRED QUALIFICATIONS:

- High school graduation or equivalent.
- Two (2) years of full time experience operating any combination of vehicles with a Gross Combined Weight Rating (GCWR) of 26,001 or more pounds.
- Valid drivers license.
- Class A commercial drivers license (CDL) with double/triple trailers endorsements (T) as required by Federal Law.

DESIRED QUALIFICATIONS:

- Experience working with offenders or in a correctional facility setting.
- Strong customer service skills.
- Experience in assembling office furniture and systems.

SPECIAL REQUIREMENTS/CONDITIONS OF EMPLOYMENT:

- Must successfully complete CORE training for interaction with offender workers.
- Must pass Criminal Justice Background Investigation.
- Must pass pre-employment substance test and participate in alcohol/drug test program in accordance with Federal regulations.
- Must join union within thirty (30) days of employment.
- Walking distance to workstation is approximately 1/4 mile or more and you pass through security checkpoints to enter or leave the facility (including stairs and elevated rises and falls).
- Willing and able to work in a maximum security prison with convicted felons.
- Working directly with convicted felons you must be mobile; have sufficient hearing and visual ability to recognize changes in machinery and/or offenders; verbal ability to call for assistance.
- Must be able to lift and carry a minimum of forty (40) pounds without assistance.
- Regular and predictable work attendance is required.
- May work in excess of forty (40) hours per week.
- Must be able to work weekends.
- Drive truck on all Washington State roads and highways; Including, but not limited to: congested large metropolitan areas (Seattle), I-5 corridor, Walla Walla to SLIP, ect. Performs work in all weather conditions.

Special Notes

By submitting a completed application package to this announcement you are acknowledging that all answers, statements and any other materials you have submitted to apply for this job are true and complete to the best of your knowledge. You understand that the State may verify this information and that untruthful or misleading answers are cause for rejection of your application or dismissal if employed.

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the www.careers.wa.gov website.

All Department of Corrections' employees are fingerprinted for a criminal history background check.

Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.

Tuberculosis is a priority health issue for Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

All DOC facilities are smoke and/or tobacco free.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit: <http://www.doc.wa.gov/jobs/benefitssummary.asp>.

Department of Corrections Core Competencies for All Employees:

Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity. For more information on these Core Competencies, please email clvanderhule@doc1.wa.gov.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, please contact Cori Vanderhule at clvanderhule@doc1.wa.gov.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00020533* and click on Start Search.
5. Click on the link Truck Driver 3, Walla Walla, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.